



## INSURANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	INSURANCE, DEPARTMENT OF	<b>RELEASE DATE:</b>	Thursday, September 3, 2015
<b>POSITION TITLE:</b>	DEPUTY COMMISSIONER, FINANCIAL SURVEILLANCE BRANCH, CEA, C	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA C	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,978.00 - \$11,329.00 / Month	<b>BULLETIN ID:</b>	09032015_2

### POSITION DESCRIPTION

The California Department of Insurance (CDI) invites you to join an organization where you will be an integral part in realizing the vision of "Insurance Protection for All Californians." The CDI seeks a seasoned finance professional motivated by complex and interesting challenges to join our Financial Surveillance Branch as Deputy Commissioner. The ideal candidate will lead a team of financial analysts, examiners, and auditors. Serving under the leadership of California's elected Insurance Commissioner, the Deputy Commissioner is currently based in Los Angeles with additional offices in San Francisco and Sacramento.

CDI is organized into eleven branches and four offices. The mission of the Financial Surveillance Branch is to assure that all insurers licensed to do business in California (as well as those insurers operating on a non-admitted or surplus lines basis) maintain the financial stability and viability necessary to provide the benefits and protection they have promised their California policyholders. The Branch pursues its mission by conducting risk-focused financial surveillance of the insurance industry to ensure it can provide the benefits and protections promised to California citizens. More than 160 employees make up the Financial Surveillance Branch, which consists of the Financial Analysis Division, the Field Examination Division, the Actuarial Office including one of the Department's two Chief Actuaries, the Troubled Companies Unit, and the Premium Tax Audit Bureau.

Under the general direction of the Commissioner and Chief Deputy Insurance Commissioner, the Deputy Commissioner:

- Leads and directs the functions of the Financial Surveillance Branch.

- Serves as a key advisor to the Commissioner and Chief Deputy on a wide range of financial surveillance issues.
- Provides policy advice and direction on administrative and program policies.
- Serves as a member of the Commissioner's Executive Staff.
- Represents the Department and the Commissioner in various national and international forums, including meetings held by the National Association of Insurance Commissioners (NAIC) and its various working groups and task forces.
- Advises the Commissioner and Chief Deputy with respect to monitoring company financial status and preventing insolvencies as well as evaluating insurers seeking to do business in California.
- Participates in the development of regulatory and administrative policies, and legislation affecting many areas department-wide.
- Provides policy advice and direction on administrative and program policies.
- Directs the activities and provides general oversight of the Financial Surveillance Branch.
- Oversees the monitoring of insurance companies; directs the ongoing examination, surveillance and analysis of insurance companies and ensures that appropriate regulatory actions are taken on companies which have been identified as in hazardous condition.
- Manages the development of strategic planning and goal setting for the Branch and ensures that all divisions operate within budget allocations.
- Serves on the Commissioner's Executive Staff and participates in the Executive Staff's policy deliberation activities.
- Attends national meetings and actively participates in the various task forces and working groups established by the NAIC as part of the national system of state-based regulation for insurance.
- Represents the Department at various NAIC meetings, before special interest groups, legislative hearings, industry conferences, and meetings with other regulators.
- Supervises staff which includes ensuring equal opportunity employment, enforcement of labor contracts, equitable employee appraisals using performance standards, and adherence to departmental policies.
- Travel is required nationally and some travel may be required internationally.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

**Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATION(S)**

1. Demonstrated experience and knowledge of insurance accounting methods including Generally Accepted Accounting Principles, Statutory Accounting Principles, and enterprise risk-management practices. Candidate has familiarity with global standards being developed through the National Association of Insurance Commissioners (NAIC). The candidate understands financial analysis; is familiar with solvency regulation practices; possesses experience in the methods of conducting financial examinations; and demonstrates a working understanding of reinsurance principles and contracts.
2. Demonstrated broad and extensive experience, at the management level, in the application of the principles, practices, and trends in public administration and organizational management.
3. Experience at the management level with the organizational practices of the insurance industry and the Department of Insurance, including the application of the laws, rules, and regulations that govern insurance activities, specifically financial oversight and solvency regulations.
4. Demonstrated experience at the management level, applying the principles and practices of policy formulation/development, implementation, and administration.
5. Knowledge of the practices and procedures of the NAIC.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY COMMISSIONER, FINANCIAL SURVEILLANCE BRANCH, CEA, C**, with the **INSURANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an evaluation of the candidate's resume. The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the resume; therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities, and personal characteristics meet the minimum qualifications and desirable qualifications. The resume must indicate your total years of experience (and civil service classification, if applicable) performing each of the qualifications and responsibilities such as staff and budgets managed. The resume will be the only basis for the candidate's final score and rank on the eligible list.

### **FILING INSTRUCTIONS**

All application materials must be emailed to [nitika.nitashni@insurance.ca.gov](mailto:nitika.nitashni@insurance.ca.gov) or sent via postal mail to the address below.

**Interested applicants must submit:**

- A cover letter.
- A list of six work-related references.
- A resume (including dates of employment, salary, and scope of responsibilities such as staff and budgets managed). The resume serves as documentation of each candidate's ability to present information clearly and concisely in writing.

**Applications must be submitted by the final filing date to:**

INSURANCE, DEPARTMENT OF, Human Resources Management Division  
300 Capitol Mall, 13th Floor, Sacramento, CA 95814  
Nitika Nitashni | (916) 492-3311 | [nitika.nitashni@insurance.ca.gov](mailto:nitika.nitashni@insurance.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INSURANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)